

Position Title: Donor Relations Coordinator

Reports To: Donor Relations Manager

Team: Development

Position Summary

The Donor Relations Coordinator is a valued member of the Philharmonic's development team, responsible for supporting fundraising initiatives that support the Philharmonic's programs and mission. The Donor Relations Coordinator assists leadership as a thought partner, problem solver, and sounding board for new ideas that inspire philanthropic support and deepen donor relationships.

Primary Responsibilities

1. Donor Services & Gift Processing

- Process and enter all gifts accurately into donor database software.
- Prepare, print, and mail donor acknowledgments and tax receipts on a timely basis.
- Manage monthly pledge reminders, including printing, mailing, and tracking responses.
- Support donor benefit fulfillment and ensure timely delivery of recognition materials and communications, including recognition lists, welcome letters, and ticket vouchers.
- Interact on a regular basis with donors, ticketholders, and other key stakeholders.

2. Annual Giving & Campaign Support

- Coordinate logistics for annual giving campaigns and renewal cycles.
- Prepare campaign materials including printing and delivery coordination with mail house.
- Assist with data segmentation, mailing lists, and campaign tracking.
- Support donor retention efforts through renewal reminders and follow-up communications.
- Help maintain campaign calendars and deadlines to ensure timely execution of fundraising initiatives.
- Assist with donor email communications including High Notes content, campaign emails, and audience communications.
- Coordinate with the marketing team on social media announcements and promotional support related to development initiatives and donor events.

3. Prospect Research & Donor Cultivation

- Assist with major donors and sponsorship prospecting research.
- Support outreach efforts including scheduling meetings, preparing materials, and coordinating communication.
- Assist in growing membership and donor programs like Maestro's Circle.
- Provide occasional support for grant research, tracking, and preparation of supplemental materials.

4. Event Coordination & Patron Engagement

- Coordinate invitation lists, RSVP tracking, and event communications for donor events.
- Assist with planning and execution of cultivation and stewardship events.
- Support event check-in, donor hospitality, and post-event follow-up.

Other Duties

- Attend and represent the Philharmonic at concert events on a rotating basis
- Handle sensitive information with utmost confidentiality and discretion.
- Support cross-departmental communication and workflow as needed.
- Represent the Philharmonic with courtesy, efficiency, and a collaborative spirit in all internal and external interactions.
- Other duties as assigned.

Qualifications

- Fundraising or other related experience, preferably with an orchestra or other arts organization.
- Appreciation of symphonic music and a cursory understanding of the arts world.
- Demonstrated success in achieving progressively increasing revenue goals, ability to work in a fast-paced, high-energy atmosphere, and ability to manage multiple projects simultaneously.
- Energetic, flexible, self-motivated, and adaptable person.
- Superb verbal and written communication skills.
- Excellent critical thinker, strategic planner, and problem solver.
- Initiator who meets deadlines and maintains an active presence at Philharmonic concerts and events.

This position requires availability during regular office hours as well as select evenings and weekends for concerts and events. Comp time is earned for off-hours activities.

Status, Compensation, & Benefits

The Donor Relations Coordinator is Full Time, Exempt. Salary range is \$40,000-\$50,000, commensurate with experience. The Colorado Springs Philharmonic offers a competitive benefits package including individual health/dental/vision, paid time off and comp time, SIMPLE IRA with 3% employer match, free access to building-provided fitness center, garage parking, and concert tickets as available.

Applications

Send cover letter and resume to nicole@cspphilharmonic.org as a single PDF file by September 1, 2026.